

INSTRUCTIONS: The items below appear on the attached retention schedule.

The retained items have been approved previously by the OCPR. Action is being requested on the items in the AMENDED, DELETED and NEW columns.

Agency name	1
Division name	
Date of previous OCPR approval(s)	I

AMENDED		DELETED		NEW		RETAINED		
RECORD SERIES	ITEM NO.	RECORD SERIES	ITEM NO.	RECORD SERIES	ITEM NO.	RECORD SERIES	ITEM NO.	
Name of Records Analyst					Date prepared			
E-mail address						Telephone number		